



Job Title: **Media Technology and Distance Learning Team Lead**

Department: **Information Technology**

Supervisor: **Director of Technology Services**

Lane Placement: **Licensed Salary Schedule 206**

Schedule: **8 hrs / 206 days** Evaluation Group: **CTESS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

Under the direction of the Director of Technology Services and the Director of Information Technology, the Media Technology and Distance Learning Team Lead coordinates social media and distance learning-related functions and activities district wide, primarily as they relate to the educational utilization of social media in our schools. While serving as a coach and mentor to other media and technology support personnel, the incumbent also provides enrichment, instructional materials, staff development, and teaching and learning resources in order to facilitate the use of media and technology in the classroom, regardless of geographic location.

ESSENTIAL FUNCTIONS

- Serves other media and technology support personnel as a coach and mentor.
- Provides outstanding customer support and effectively teaches other technical support personnel to do so, as well.
- Coordinates distance learning-, social media- and technology-related functions and activities district wide.
- Instructs students and staff in the effective use social media in schools and classrooms.
- Serves as a liaison between federal, state, college, and university distance learning facilities and district facilities.
- Incorporates contemporary information literacy into day-to-day instruction.
- Advocates and promotes reading and life-long learning.
- Advocates the building of personal learning networks.
- Keeps accurate inventories of print, non-print, and technology materials and equipment.
- Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning.
- Implements an ongoing collection development and evaluation process.
- Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources.
- Establishes priorities among projects to effectively use existing resources to address multiple requests.
- Provides input in the development of district-wide and building level programs that enable students to use social media and technology as learning tools.
- Investigates and disseminates information on best practices for distance learning, media literacy instruction, social media pedagogy, technology integration, and sources of information on trends, research and applications related to media and technology use in education.
- Performs well as an effective teaching model, capable of seamlessly integrating social media and technology throughout the curriculum.
- Provides professional development to teachers in the use of social media and technology to meet curriculum goals.

- Participates in the development of activities that help integrate both traditional and social media into various curriculum areas at the local and state level.
- Maintains current knowledge of media, technology, and instructional practices that relate to the educational use of social and traditional media.
- Maintains professional competence by review of appropriate literature and participation in appropriate organizations.
- Provides resource information regarding new techniques and practices that relate to the use of social media and technology in the classroom and that enable students to use such as learning tools.
- Communicates with school and district personnel, parents, and community to share information about social media, technology, and the various programs available.
- Assesses the needs and plans for new technology and communicates these to the appropriate personnel or technology committee.
- Follows ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Understands the intricacies of 21st Century copyright law and assists in the development of policy.
- Provides assistance in the selection, ordering, receiving, installing, and maintaining new equipment and software.
- Assists school personnel in securing supplies for media center, classroom and lab use.
- Troubleshoots hardware and software problems, and recommends repairs as needed. Supports the use of computers and other media technology in classrooms.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- | |
|---|
| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
|---|

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a current state of Utah teaching certificate (and that it be maintained throughout employment in this position).
- Requires a Bachelor's degree in Instructional Technology, Library Science, or other field supplemented by specialized computer courses and 1 to 3 years of experience; or any equivalent combination of training and experience that provides the required skills, knowledge, and abilities.
- Master's degree and/or current certification in School Library Media and/or Distance Learning preferred. Verification may be requested.
- Requires an understanding of current distance learning technologies and trends including, but not limited to Ednet, Polycom and other video conferencing technologies, VOIP, etc.

- Requires effective interpersonal skills to interact with individual and groups at all organizational levels.
- Requires the ability to interact with co-workers in both structured and unstructured situations.
- Requires the ability to effectively interact with media and technology vendors and suppliers.
- Requires the ability to write clear and concise reports and plans.
- Requires the ability to troubleshoot system application hardware and/or software.
- Requires an attitude of life-long learning and a willingness to try new teaching and learning methods and techniques.
- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.
- Requires extensive knowledge of and experience using online technologies (e.g., online collaborative technologies, blogs, wikis, podcasting, etc.)
- Requires extensive knowledge and experience in social media and in developing social networks.
- Requires the ability to model best teaching practices and familiarity with the implementation of project/inquiry-based learning, cooperative learning, and student centered instructional practices.
- Requires extensive knowledge of and experience using both Windows and Macintosh platform operating systems, web-based programs, and educational, productivity, and multi-media software.
- Requires extensive knowledge of and experience using media technologies on a variety of platforms.
- Requires a working knowledge of both standard and wireless networking, and general troubleshooting.
- Applicants are encouraged to provide documentation of media and technology integration projects and computer skills.
- Requires a valid Utah Driver License.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Requires ability to lift a minimum of twenty-five (25) pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 06/11/2020